

WATER UTILITIES DIVISION SECURITY OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. To provide unarmed security for employees and the general public in and around City Water Utilities Division water production facilities and water distribution and property, by patrolling and observing activities, monitoring ingress and egress of personnel and vehicles, assessing situations, and resolving problem activities or calling the police to respond.

Supervision Received and Exercised:

Receives general supervision from the Water Utilities Security Supervisor or other management staff in the Water Utilities Division.

Essential Functions:

Duties may include, but are not limited to, the following:

- Patrol critical infrastructure areas in vehicle and/or on foot in rugged terrain; observe
 activities of persons in and around City Water Utilities Division critical facilities and
 distribution system; assess activities and identify inappropriate or suspicious behavior;
 tactfully resolve issues with the individual(s) involved; notify police department to
 respond if inappropriate activity escalates and/or may become dangerous;
- Climb 40 foot ladders to check water tanks; close and open rolling or swinging gates; lower and raise hinged 20 foot camera poles;
- May monitor entrance gates to Water Utilities Division to facilitate ingress and egress of employees, visitors, and vehicles; prevent unauthorized access;
- Perform security checks on doors, gates, and fences at Water Utilities Division facility areas;
- Identify and report unsafe conditions, vandalism, and/or a security breach to all critical assets; maintain logs and write various internal administrative, status, or incident reports;

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WUD Security Officer (continued)

 Provide information and explanation of policies and regulations to the public, employees, vendors, contractors and visitors as needed. May provide new employee

orientation on security policies and practices in the Water Utilities Division:

• Program, operate, maintain and monitor access control security systems, video

surveillance systems, portable hand held radios and/or other security equipment as necessary. Provide training to key personnel on security policies and use of security

related programs:

May work with other City departments on security related matters and assist to resolve

security issues;

Maintain confidentiality on security related issues that may arise;

• Attend meetings and training sessions as needed; may provide suggestions for

improving policies and procedures;

Assist the Water Utilities Division Control Center with safety and security issues;

Communicate via security/portable radios and cell phones;

• Act as a liaison with local police department and, when appropriate, contracted

security for the City;

• Work autonomously with minimal supervision while patrolling numerous critical sites

throughout the City:

Accurately read maps to identify critical infrastructure locations;

Monitor after hour construction activities; provide access and monitoring of those

activities as required;

Perform related duties as assigned.

Minimum Qualifications:

Experience:

One year of responsible customer service experience involving public contact. Some experience in the performance of law enforcement or private security duties, either civilian

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experience in the performance of law enforcement or private security duties, either civilian

or military, is preferred.

Education:

Effective July 2002

Revised June 2005 (exp, trng, and license changes)

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Equivalent to the completion of the twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. The completion of college courses in criminal justice or a related field may substitute for some of the experience requirements. Basic knowledge of Microsoft Windows, Word, Outlook and Excel.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Additional Requirements:

Must successfully complete and pass a polygraph and background check.

Must successfully complete a post-offer physical.

Must successfully complete internal and external training courses similar to other municipal security positions and/or other training deemed necessary by the WUD Security Supervisor.

Examples of Physical and/or Mental Activities:

- Operate city vehicles, such as pick- up trucks and passenger cars
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Traverse considerable distances during workday with or without an accommodation
- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines
- Considerable reading and close vision work
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours
- May work **alone** for extended periods of time

Competencies:

(Pending)

Job Code: 100

Status: Non-Exempt / Classified